

# FINANCIAL SERVICES MANAGER – BUDGET / TAX & LICENSE

## Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operation of the Budget Section and Tax & License Section of the Financial Services Division of the Finance and Technology Department.

## **Supervision Received and Exercised:**

Receives general direction from the Finance and Technology Director or from other supervisory or management staff.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

#### **Position Information:**

The Financial Services Manager – Budget / Tax and License is responsible for planning and overseeing staff resources within the sections; administering the budget for the sections; handling complex administrative duties; and managing all aspects of work product. The Financial Services Manager oversees the Budget and Tax & License sections within the Financial Services Division to carry out the strategic vision of the Finance and Technology Director.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the Budget section and the Tax & License section of the Financial Services Division of the Finance and Technology Department;
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Coordinate activities with other sections of the Financial Services Division; work as a team with other managers within the division to ensure open communication and a unified vision for the division and the department;

#### CITY OF TEMPE

Financial Services Manager – Budget / Tax and License (continued)

- Prepare the section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget;
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
- Recommend goals and objectives; assist in the development of policies and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications;
- Prepare public presentations on financial services as requested; represent the Financial Services Division at City Council meetings, meetings with other City departments and outside agencies;
- Direct, oversee and participate in the development of the section work plan; assign
  work activities, projects and programs; ensure conformance of program operations to
  standards and regulations; monitor work flow; implement policies and procedures;
  review and evaluate work products, methods and procedures;
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations;
- Compile a variety of financial or statistical reports and other necessary correspondence;
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Four years of increasingly responsible experience in financial and accounting administration, including two years of supervisory / administrative responsibility.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a degree directly related to the core functions of the position.

#### Licenses/Certifications:

#### CITY OF TEMPE

Financial Services Manager – Budget / Tax and License (continued)

None

## **Examples of Physical and / or Mental Activities:**

- Operate city vehicles
- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines using repetitive hand / eye movement
- Considerable reading and close vision work
- May require working extended hours

## **Competencies:**

(Pending)

Job Code: 478

Status: Exempt / Unclassified